



## State Historical Society of North Dakota Cultural Heritage Grant Application 2009

In 2009, the North Dakota Legislature authorized \$500,000 to the State Historical Society of North Dakota (SHSND) for the Cultural Heritage Grant Program. The Cultural Heritage Grant Program grant program has been administered by the State Historical Society since it was first created in 2003 and provides grant funding for local museums and historical societies.

The 2009-2011 biennium will have two grant rounds and the Society is obligating up to \$300,000 for the first grant round. The 2009 grant round will be due Friday August 14, 2009, the 2010 announcement of available funds will be made in February 2010.

Interested eligible organizations that have a project they wish to be considered for an award should thoroughly read the guidelines and submit an application to the SHSND before August 14, 2009. The completed application must be accepted (not postmarked) by the SHSND by 5pm on **Friday, August 14, 2009**.

The Cultural Heritage Grant Committee has identified the priorities of funding will be given to disaster planning and preparedness projects and archival supply purchase grants. The past season of weather related emergencies to homes and businesses throughout North Dakota has proven it vital to have disaster preparedness plans as well as implement disaster preventing measures. Proper archival storage is important in maintaining the photos, documents and collections of local museums and historical societies. The purchase of archival storage materials can be an added expense to an already stretched budget of a local museum. In an effort to alleviate the added expense the SHSND has a new category of funding for the purchase of archival storage material.

*The application forms are available on the SHSND website as a PDF file: <http://history.nd.gov>*

### GRANT GUIDELINES

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1. The following organizations are eligible to apply for Cultural Heritage Grants:
  - organizations with officially recognized 501(c)3 non-profit status
  - legally organized subsidiaries of city, county, or tribal government
2. The following are ineligible to apply for Cultural Heritage Grants:
  - individuals
  - state or federal agencies, grant funds cannot be used to support an agency that receives state or federal funds
  - friends groups or supporting associations of state or federal agencies
  - projects that have been started or completed prior to awarding of the grant

3. Grant funds cannot be used to establish an endowment, to purchase collections, for fund-raising activities, or to administer the grant itself. Acceptable categories of grant projects are listed in the "Grant Categories" section of this form.
4. Eligible organizations are limited to one grant application per grant round. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should include a description of the overall project and a detailed description of the portion of the project for which the grant is requested. Approval of one grant does not mean that future grants for a continuing project will be approved. Specific requirements for grant applications are listed in the "Grant Application Criteria" section of this form. There will be two grant rounds in the 2009-2011 biennium. The 2009 grant applications will be due Friday August 14, 2009, the 2010 announcement of available funds will be made in February 2010.
5. A dollar-for-dollar match for grant funds must be demonstrated in the grant application. Matching funds may be in cash or in-kind. In-kind matches (labor services, supplies, etc.) must be used in the specific project supported by the grant funds, not for work completed prior to the applications.

The only exception to the match requirements is the newly added category of archival supplies purchase grants. New for the 2009 grant year, the SHSND is focused on the importance of proper storage of collections and is making available a grant of up to \$1000 for the use in the purchase of archival supplies.

6. Applications for the 2009 grants must be received no later than Friday August 14, 2009. The grants will be awarded by September 30, 2009. A grant may be approved for all or a portion of the amount requested in the proposal. Projects to be funded under the 2009 grant cycle must be completed by January 31, 2011.
7. On-site visits may be scheduled by Society staff during the term of the project. A brief two-page report on the progress of the project is required by June 30, 2008. A final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by the April 30, 2011, end date. An on-site visit will be conducted by Society staff at the completion of the project.
8. Half of the approved grant will be distributed upon award of the grant. The remainder of the grant will be paid after submission of the final report and the Society site visit.
9. Any unused funds resulting from uncompleted or unacceptable projects may be allocated by the Society to other projects that can be completed by June 30, 2011.

## GRANT CATEGORIES

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### EXHIBITS:

The exhibits category includes presentation of ideas and/or collections to interpret and provide a meaningful experience. Exhibits can be two-dimensional or three-dimensional, including structures or environments and may also include traveling exhibits.

### SPECIAL PROJECTS/EVENTS:

A special project or even can include the professional development of organization's staff, festivals, lecture series, publications, etc as well as the development of long range plans and collections management plans for a museum that is not the official county museum.

### EDUCATION:

The education category can included programs or school-related activities that present ideas or enhance an exhibit, event, or theme. Examples may include theater performances, publications, tours or electronic format.

### COLLECTIONS:

The collections category is for activities relating to the materials owned by an organization that illustrate and interpret the mission of that institution. Materials include items such as photos, books, manuscripts, film, artifacts, archeological, biological, and geological specimens. Funded projects may include cataloging, collections care, research, computer and software purchases.

### ARCHIVAL SUPPLY PURCHASE:

New for the 2009 grant year, the SHSND is focused on the importance of proper storage of collections and is providing a grant of up to \$1000 for the use in the purchase of archival supplies. The 50/50 matching fund requirements are not required for the Archival Supply Purchase grants. Archival supplies can include photo sleeves, pens, compact discs, paper and storage boxes.

### CAPITAL IMPROVEMENTS:

The Capital Improvement category includes the construction of new buildings or remodeling or preservation of existing structures or historical sites. Routine upkeep and maintenance are not considered capital improvements.

## PAST PROJECTS

The State Historical Society awarded more than \$273,000 in Cultural Heritage Grants to distribute for the 2007-2009 biennium to 44 eligible organizations throughout the state.

- **Almont Historical Society, Almont** - \$5,750 for roof and window repair at the Almont Heritage Park Museum.
- **Barnes County Historical Society, Valley City** - \$5,000 to assist with publication of Valley City's 125th Anniversary book.
- **Beulah Convention and Visitors Bureau, Beulah** - \$4,000 to assist with a Smithsonian Institution traveling exhibit entitled *Between Fences*.
- **Bismarck Art and Galleries Association, Bismarck** - \$2,518 for gallery window replacement at the Bismarck Art and Galleries Association.
- **Bismarck - Mandan Historical and Genealogical Society, Bismarck** - \$3,500 to assist with a genealogy workshop.
- **Bowdon Development Center, Inc., Bowdon** - \$8,000 to the Bowdon Centennial Museum and Library for building rehabilitation and window replacement.
- **Bowman County Historical and Genealogical Society, Bowman** - \$10,000 to assist with a new roof and other improvements to the antique machinery building at the Pioneer Trails Regional Museum.
- **Bridges Art Council, Valley City** - \$10,000 to assist with planning for rehabilitation of the Valley City Auditorium.
- **Buxton in Bloom, Buxton** - \$10,000 to help with rehabilitation of the old Buxton Bank.
- **Cass County Historical Society, West Fargo** - \$10,000 for rehabilitation of the roof and chimney of the Dobrinz School at Bonanzaville.
- **Cavalier Arts and Crafts Society, Cavalier** - \$3,000 for enhancement of the Cavalier High School art gallery.
- **City of Enderlin, Enderlin** - \$7,500 for rehabilitation of the Enderlin City Auditorium.
- **City of Fargo Park District, Fargo** - \$2,000 for the park district's *Celtic Festival*.
- **Dakota Buttes Historical Society, Hettinger** - \$10,000 for roof repair and improved drainage at the Dakota Buttes Museum.
- **Divide County Public Library, Crosby** - \$1,325 to assist with the purchase of a microfilm scanner and laser printer.
- **Ellendale Historical Society, Ellendale** - \$3,500 for tuck pointing of the brickwork on the Coleman Memorial Museum.
- **Gordon B. Olson Library, Minot** - \$1,231 to assist with website development and creation of a searchable database for Minot State University's American Indian artifact collection.
- **Green School Community Center, Valley City** - \$7,575 to help with window replacement and painting of the former Green Consolidated School.
- **Hazelton Historical Society, Hazelton** - \$7,450 to assist with rehabilitation of the floor at the Elise Perras Museum in Hazelton.
- **Hillsboro Community Partnership, Hillsboro** - \$10,000 to help with roof replacement of the Union Block building in Hillsboro.
- **Historic Alderman School Association, Valley City** - \$1,840 to assist with painting, window repair, and installation of an interpretive kiosk at the former Alderman School located north of Valley City.
- **Jamestown Fine Arts Association, Jamestown** - \$4,000 to assist with the association's "Culture Festival."
- **Kathryn Heritage Alliance, Valley City** - \$5,000 for installation of a heating system in the former brick bank building in Kathryn.
- **Lake County Historical Society, Kenmare** - \$10,000 to assist with construction of a building to house an exhibit of printing equipment.
- **Lake Region Pioneer Daughters, Inc., Devils Lake** - \$2,500 to assist with the purchase of a new computer and software for the Lake Region Pioneer Daughters.

- **Lidgerwood Museum, Lidgerwood** - \$2,500 to assist with construction of an exterior entrance to the lower level of the museum.
- **Lillian and Coleman Taube Museum of Art, Minot** - \$3,000 to help upgrade the heating and cooling system for the museum.
- **Manfred History and Preservation, Inc., Manfred** - \$10,000 to assist with rehabilitation and exhibits for the Melby/Rogness house and garage.
- **Marmarth Research Foundation, Marmarth** - \$10,000 to assist with the relocation of building to back to Marmarth to be used as a natural history museum.
- **Mental Health America of North Dakota** - \$5,000 to assist with an exhibit about the North Dakota State Hospital.
- **Nelson County Historical Society, Pekin** - \$10,000 to assist Nelson County Historical Society's Stump Lake Village with construction of exhibits, electrical wiring, and lighting.
- **North Dakota Art Gallery Association, Minot** - \$5,000 to assist with a traveling exhibit.
- **North Dakota State Railroad Museum, Mandan** - \$3,500 to provide security fencing at the North Dakota State Railroad Museum.
- **North Dakota State University Center for Community Development and Design, Fargo** - \$10,000 to document former school buildings in Bowdon and Sykesdon for future rehabilitation.
- **Organization of the People in Ellendale for the Restoration of the Arts (O.P.E.R.A.), Ellendale** - \$7,795 for rehabilitation of the flooring in the Ellendale Opera House.
- **Ox Cart Trails Historical Society, Drayton** - \$5,000 to assist with Drayton's Heritage "Village Square" project.
- **Save Coghlan Castle, Rolla** - \$10,000 for emergency stabilization of a historic building north of Rolla.
- **Save The Hens Foundation, Sheldon** - \$7,000 for rehabilitation of the Mizpah Lodge Building in Sheldon.
- **Ward County Historical Society, Minot** - \$5,000 for installation of a new heating and air-conditioning system in Ward County Historical Society's Harmon House.
- **Wells County Fair Association, Fessenden** - \$10,000 for rehabilitation of the period grandstand at the Wells County Fairgrounds.
- **West Fargo Public Library, West Fargo** - \$4,805 for purchase of microfilm and microfilm reader for public use.
- **Williston State College Foundation, Williston** - \$5,000 for preservation, cataloging, and selective digitization of the William "Bill" Shemorry collection.
- **Wimbledon Community Museum, Inc., Wimbledon** - \$5,427.50 for development of a conceptual plan and exhibit design for the Midland Continental Depot.

## Cultural Heritage Grant Application Form

**Project Name:** \_\_\_\_\_

Grant Category (see the "Grant Categories" section on page 2 of this form to determine which category best describes your project and mark one of the boxes below)

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> Exhibits    | <input type="checkbox"/> Special Project          | <input type="checkbox"/> Education            |
| <input type="checkbox"/> Collections | <input type="checkbox"/> Archival Supply Purchase | <input type="checkbox"/> Capital Improvements |

Amount of Grant Request (min. \$500, max. \$20,000) \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Federal ID#:** \_\_\_\_\_

### Certification

The applicant hereby certifies:

1. That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application has been duly endorsed by the local governing body appropriate for the applicant.
2. That the applicant acknowledges that prior to any disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and the State Historical Society of North Dakota, specifying detailed terms and conditions to include compliance with all federal, state and community licensing, permits, laws, and regulations.
3. That the applicant is officially recognized as having a non-profit status by the IRS and agrees to verify that status at the time of application or is a legally organized subsidiary of a tribal, city, or county governments.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name and Title (printed)** \_\_\_\_\_

## GENERAL APPLICATION GUIDELINES

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Completed applications must be postmarked for return to the State Historical Society of North Dakota no later than **Friday August 14, 2009**.

**Three (3) copies** of the completed application materials are required, including letters of endorsement and photos. Letters of commitment from partners, presenters, or advisors are recommended.

All sections of the grant application are to be completed. This is a **competitive** grant. Failure to address all criteria will eliminate the application from further consideration. The total score awarded to the applicant will be the combined scores of each section.

Applications should contain:

- A one-page cover letter
- The "Applicant Information" page found on page 3 of this form
- Up to three (3) additional single-sided pages to address the "Grant Application Criteria"
- The "Budget Summary" page found on page 7 of this form

Photos are required for all Capital Improvement projects. Clear, good quality photos of the entire building from foundation to chimney on all four sides along with detailed photos of project area must be submitted.

Photos encouraged to be submitted when applying under the other grant categories. This will help the grant committee to assess current conditions and the need of the project as well as provide a good "before" and "after" documentation of the project.

Letters of endorsement and support as well as letters of commitment from partners, presenters, or advisors do not count against this six page limit.

Applications are to be prepared and presented in a type-written, professional manner.

Questions regarding the Cultural Heritage Grant Program may be directed to Amy Munson, State Historical Society of North Dakota (701)-328-3573.

**Completed applications are to be returned to:**

Cultural Heritage Grant Program  
Amy Munson, Grants & Contracts Officer  
State Historical Society of North Dakota  
North Dakota Heritage Center  
612 East Boulevard Avenue  
Bismarck, ND 58505-0830

## GRANT APPLICATION CRITERIA

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A maximum of 100 points will be awarded for the total of the following six sections. Please number your responses to correspond to the pertinent section being addressed.

### Section 1 - Proposed Project Description (10 total points for this section)

1. Description of project (what is the project, and where will the project be located?)
2. What specifically will the project encompass? (may include plans, drawings, maps)
3. What is the projected time line for the proposed project?

### Section 2 - Project's Relevance to North Dakota History (50 total points for this section)

1. What legacy will be created? (how will the project create an 'experience' and/or a 'product' that will enhance the understanding and appreciation of North Dakota heritage and culture)
2. How does the proposed project integrate with existing or planned projects and activities by other local and/or regional groups? (is this a one-time event or ongoing?)
3. Describe how the project will benefit the community, region and/or state (i.e., economic, educational, other).
4. What is the project's importance to the local area and how is it tied to the heritage of North Dakota? List all people involved and their responsibilities.

### Section 3 - Financial & Budget (20 total points for this section)

1. What is the overall cost of the proposed project?
2. List all sources and amounts of cash funding or in-kind contributions.
3. How will the grant funds be invested in the project?
4. How will local matching funds be invested in the project?
5. Are grant funds from this program critical to the project's overall funding package? Are the funds secure or pending? Please provide verification of availability of matching funds (verification of a monetary match is required prior to disbursement of funds).
6. Are these grants funds crucial for the completion of the project?
7. Indirect costs (i.e., grant administration fees cannot be paid by grant funds; however, the value can be used as a match).
8. Donated time for in-kind will be valued at \$15/per hour or as documented for professional services.

**Note:** A Budget Summary form of how the grant funds will be invested, and a description of the local match, and other funding is required for this section. See attached "Budget Summary" form, page 7.



Section 4 - Project Administration (15 total points for this section)

1. Who is the project applicant? (name of entity making grant application)
2. Who will manage the project? (name of entity, **and/or** individual responsible for overall project management)
3. Provide verification of IRS non-profit status for applicant.
4. How will short and long-term operation and maintenance costs be financed?
5. Could a portion of the project be completed if the grant award is less than the request?

Section 5 - Publicity (5 total points for this section)

Describe how the applicant will publicly recognize the North Dakota Legislature and the State Historical Society for grant funding received in your advertising/marketing plan.

**BUDGET SUMMARY**  
Cultural Heritage Grant Program Application 2009-2011

Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

Budget Category	Grant Request	Cash Match	In-Kind Match	Total
Planning				
Design				
Fabrication				
Installation/Implementation				
Programming				
Other (Marketing Publishing, etc.)				
TOTALS				